



STATE OF MONTANA JOB PROFILE AND EVALUATION

The job profile is a streamlined position description and may serve as the core document for all human resource functions such as recruitment, selection, performance management and career and succession planning. It was developed, initially, for use in classifying positions in Pay Plan 020.

If you are converting a position to Pay Plan 020 and the position has not changed simply cut and paste the information needed from the current position description. The position description contains sections that are no longer used to classify the position, such as: Working Conditions and Physical Demands; Management and Supervision of Others; Supervision Received; Scope and Effect; and Personal Contacts. These may still be important to the position and may be included in **Section IV – Other Important Job Information**.

When working with a new position, classification request or change to a position in Pay Plan 020, complete the information below to provide the required documentation for classification.

SECTION I – Identification

Working Title Planner		Job Code Number 199604	Job Code Title Planning Technician
Pay Band 4	Position Number 26018		Check ONE box : <input type="checkbox"/> FLSA Exempt <input checked="" type="checkbox"/> FLSA Non-Exempt
Department Transportation			Division and Bureau Rail, Transit & Planning Division Data and Statistics Bureau
Section and Unit Road Inventory and Mapping Section			Work Address and Phone 2701 Prospect Helena, MT 59620
Profile Produced By Ed Ereth			Work Phone 444-6111

Work Unit Mission Statement or Functional Description - This section should include a complete statement of the mission or function as it relates to the work unit.

The Data and Statistics Bureau's mission is to gather, format, and analyze transportation data in an efficient, accurate, and meaningful way. A centerpiece of the Bureau's function is to provide service to its clients in the form of more than 20 data and statistics products. These products range from detailed traffic records to automated management system information and embody a diversity of disciplines. The Bureau develops, maintains, and administers complex, comprehensive data collection and analysis programs and maintains comprehensive maps and related databases used for transportation planning, highway design and maintenance, safety, research, federal certifications, modal research allocations, and distribution of federal highway funds in accordance with state financial distribution statutes. The Bureau maintains and administers several elements of the state of Montana's Highway Information System; the Federal Highway Performance Monitoring System; the Congestion, Public Transportation, and Intermodal Facilities Management Systems, and the Traffic Monitoring System. The Bureau is also responsible for fuel tax allocations to local governments, Secondary roads allocations, mapping programs, Primary highway sufficiency calculations, and Highway Needs Studies. The Bureau evaluates special studies and plans, provides executive management with empirical data for complex, potentially controversial decisions and is responsible for the statistical accuracy of state-certified reports to the federal government.

Within the Data and Statistics Bureau, the Road Inventory and Mapping Section is responsible for the maintenance and update of the Road Log element of the Transportation Information System; produces statistical reports; computes the statewide distribution formula for the secondary roads funding program; computes the distribution formulas for the fuel tax allocation program to cities and counties; maintains and communicates data and records related to the federal functional classification system; conducts research and analysis and makes recommendations for Montana's route signing program; maintains official records concerning the realignment, addition, or deletion of routes on Montana's highway system; coordinates the biennial reproduction of Montana's official highway tourist map; conducts the annual certification of road mileage open to public travel in cooperation with Montana's cities and counties; maintains MDT's road inventory program; is responsible for the maintenance of state, city, and county maps; represents the MDT at statewide annual conferences and conventions; acts as liaison with and negotiates and provides information to other state, local, and federal governing agencies furnishing professional advice about to needs, priorities, and funding.

Describe the Job's Overall Purpose:

This position is responsible for MDT's road inventory program and the annual certification of road mileage open to public travel in cooperation with Montana's cities and counties; maintenance of MDT's state, city, and county maps. The incumbent analyzes and prepares information for use in developing plans and presenting data through maps, tables, and charts to management. The incumbent must have an extensive understanding of state law governing roads open to public travel and act as Department contact with other state, local, and federal governing agencies regarding the annual certification process.

SECTION II - Major Duties or Responsibilities	% of Time
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This section should be a clear concise statement of the position's duties. Well written thorough task/duty statements are required here to accurately evaluate the position.

1. What are the major duties or responsibilities assigned to this position? What are the specific tasks involved in accomplishing those duties. Group duties in order of importance and estimate the percent of time needed to perform each duty (estimates are not required for individual tasks). **NOTE:** Because you are identifying **major** duties usually 3-5, the quantity of time probably will not be less than **20%**. If a duty is essential but not performed routinely you should list it. For example, lobbying during the legislative session may not take up a large percent of total work time, but can be an essential duty.

This position has responsibility for conducting road inventory and compiling information to maintain and update the official road mileage maps that depict all road mileage open to public travel within the state using computer software programs. The incumbent is also responsible for updating the local road element of the Road Log Program of the Transportation Information System (TIS) based on the inventory results; the annual certification returns; requests from cities, counties and other federal governing agencies; and information supplied by other MDT personnel. Specifically, this position performs the following tasks:

75%

- Conducts road inventory and compiles information to maintain and update the official maps that depict all road mileage open to public travel within the state. The purpose of the road inventory program is to ensure that the MDT mileage records and maps are maintained with extreme accuracy and reflect the ongoing changes to Montana's road network. These 540 official road mileage maps are the only maps within the MDT that are used to calculate fuel tax allocations to Montana's cities and counties. The road and street mileage changes submitted by the cities and counties through the annual certification process are also verified, when necessary, through this annual road inventory.
- Requests information from cities, counties, tribal governments, and federal governing agencies regarding plats of growth areas and/or particular areas of concern and schedules a field review. Additional information from aerial photos and geological survey maps is gathered and analyzed by the incumbent prior to the field inventory. The incumbent prepares and sends correspondence to cities and counties regarding the planned inventory and mileage certification process.
- While in the field, the incumbent uses independent judgment regarding the most effective way to collect the required information. The data to be compiled includes location, length, width and surface type of roads. These tasks include a thorough understanding of Montana's state laws and compliance with Montana Code Annotated to determine whether the route qualifies as a road open to public travel.
- Analyzes and codes all road inventory data and enters coding into the Department's Transportation Information System (TIS) database. The incumbent must use the Department's Oracle software program to transfer

coded data to the TIS. Coding is required prior to allocation letters being mailed to cities and counties in May/June of each year.

- In addition to updating the TIS, the incumbent is responsible for updating the 540 official road mileage maps by transferring recent changes to the Department's mapping system. All official file maps are updated before the certification mailing in August-September of each year. The incumbent is also responsible for creating maps to facilitate the inventory and mileage certification process.
- This position maintains detailed records of all changes resulting from certification, inventory, and system actions that affect road mileage. The incumbent is the Department's contact person and responds to questions or any misinterpretations that the city/county representatives may have. This information is critical to resolve disputes and/or answer questions concerning mileage loss or gain.
- Serves as lead worker with temporary employees during the inventory period, providing guidance and instruction on the inventory process and explaining policies and field procedures. The inventory program is generally conducted during the spring, summer and fall months.

The incumbent assists in updating and maintaining the official state, city and county maps. Duties also require creating specialized maps for use by Department personnel, other state agencies, private consulting firms, and the public. The incumbent participates in special projects as assigned. Specifically this position performs the following tasks:

25%

- Creates specialized maps for use by Department personnel, other state agencies, private consulting firms, and the public. These individualized maps provide specific information used for litigations, mining access and wetland locations, defining trade corridors, and inventorying various transportation facilities around the state. Ensures information is portrayed accurately by referring to aerial photos, geological survey maps, official city maps, and other maps and plats as needed.
- Participates in special projects as assigned. This involves analyzing data by statistical, financial, classification and other empirical and scientific techniques to develop recommendations and assists in the preparation of planning reports and presentations by compiling data and analyses into written narratives, graphs, charts, maps, and tables.

2. Give specific examples of the types of problems solved, decisions made or procedures followed when performing the most frequent duties.

While in the field, the incumbent uses independent judgment regarding the most effective way to collect the required information. These tasks include a thorough understanding of Montana's state laws and compliance with Montana Code Annotated to determine whether the route qualifies as a road open to public travel.

3. What do you consider the most complicated part of the job?

The incumbent must be able to explain in laymen's terms MDT's processes related to fuel tax allocation. This would require good communication skills and intimate knowledge of MDT policy and procedures in addition to the allocation calculations themselves.

4. What laws, regulations, guidelines, manuals or other written established procedures are available to the incumbent?

Montana Code Annotated, MDT's Q&A pamphlet about Montana's State Fuel Tax Allocations to Cities and Counties

5. Which of the duties and/or specific tasks listed under 1. (above) are considered "essential functions" which must be performed by this position (with or without accommodations)? (If you need information or training on the identification of essential functions, please contact MDT Human Resources Division.)

Sitting in front of computer equipment for eight hours a day. Must be able to perform basic vehicle maintenance while in the field, i.e., change a flat tire, check tire air pressure, check and replenish oil and other engine fluids.

6. If this position supervises other positions, complete the following information.

This position does not supervise any other employees.

Is this position responsible for (please check ONLY those boxes which apply to the position and for which the position has "signatory" authority.)

- | | |
|---|---|
| <input type="checkbox"/> Hiring | <input type="checkbox"/> Layoffs/termination of temporary or seasonal workers |
| <input type="checkbox"/> Performance Management (conducting and signing performance appraisals as the direct supervisor or the reviewing manager) | <input type="checkbox"/> Promotions |
| <input type="checkbox"/> Direct /Line Supervision | <input type="checkbox"/> Leadworker |
| <input type="checkbox"/> Discipline | |
| <input type="checkbox"/> Other: | |

7. Please attach an up-to-date Organizational Chart (or copy from a Power Point document into space below).

Attached

SECTION III - Minimum Qualifications - List the minimum requirements for **first day** of work. (These will be the minimum qualifications utilized for **recruitment and performance management purposes**; this information is not used for classification purposes.)

Please list the main knowledge and skill areas required for the job:

Requires an extensive knowledge of research techniques, field inventory, and data management including statistical evaluation. Thorough knowledge of the Montana Code Annotated laws and MDT rules and regulations as they pertain to the road inventory program. Requires working knowledge of mathematic computations, routine field measurement techniques, data processing input requirements, and the use of computer applications including but not limited to Oracle, ArcGIS, Excel, and Word. Knowledge of compiling accurate and legible summaries of data collected and reading and interpreting information from various types of maps such as the Forest Service, United States Geological Survey (USGS) topographical, county, city, tourist, subdivision plats, and aerial photos.

Skilled in the use of computer equipment and various applications, electronic and conventional measuring equipment (in the field and office), detailed map reading and vehicle operation. Must

be able to perform basic vehicle maintenance while in the field, i.e., change a flat tire, check tire air pressure, check and replenish oil and other engine fluids.

What behaviors are required to perform the duties? **NOTE:** Identifying behaviors used for recruitment and selection and other HR functions are part of building a competency model (see **Creating Competency Models** in Guide). A position description will provide helpful information if a model has not been developed. Often “abilities” from the current PD can be stated as desired and observable behaviors. For example, “the ability to communicate clearly in writing” can be restated “writes clearly and concisely”.

Ability to organize and coordinate field inventory activities and to apply analysis and judgment in arriving at solutions to make the appropriate choices among options and alternatives. Ability to develop and maintain effective working relationships with peers, state agencies, and local and tribal governments. The ability to creatively and productively work under minimal supervision. Ability to interpret legal descriptions, research and provide accurate information, and communicate Montana's laws and policies concerning road mileage and funding allocation programs. Must have the ability to meet deadlines, schedules, and adapt to the rapidly changing database environment being implemented to manage the Department's Transportation Information Systems; and develop innovative approaches to solving problems.

Education and experience: Please indicate the **minimum educational** requirements for this job, as it relates to a new employee on the **first day** of work (not the educational background of the person now in the position), the specific fields of study that are acceptable, and whether a Master's degree (in which fields) will substitute for any of the required job related experience.

The above knowledge, skills, and abilities are acquired through a combination of education and experience equivalent to a two year college degree in planning, cartography, geography, or data and statistics. Related work experience can be substituted for education on a year-for-year basis.

Other training (e.g., software, specific machinery, etc.), certification (e.g., CPA, Professional Engineer, etc.), or licensing (e.g., commercial driver's, pilot, psychologist, etc.) required (please specify):

NA

Please indicate the minimum, amount of **job-related work experience** needed as a new employee on the first day of work (not the experience of the person now in the position). Please indicate the specific types of experience that will be considered job-related.

If an applicant has two years of post secondary education in planning, cartography, geography, or data and statistics, no work experience is necessary. Otherwise, related work experience can substitute for education on a year-for-year basis until two years have been achieved.

☐ This agency will accept alternative methods of obtaining necessary qualifications.

For recruiting purposes please list specific examples of acceptable alternative methods of obtaining those qualifications. **These examples will appear on a vacancy announcement.**

SECTION IV – Other Important Job Information

List any other important information associated with this position, such as working conditions or other factors which are deemed critical or non-negotiable to the position and which will need to be included on the vacancy announcement or other recruitment documents. (This information will be NOT be used for classification purposes.) For example: The position is required to travel throughout the state in excess of 12,000 miles per year and to perform duties on active construction sites in proximity to heavy equipment, hot asphalt, and high speed traffic, requiring use of hard hats and specialized safety training. OR, This position is not subject to alternative work schedules or working from home as it is required to answer the phone and receive visitors for the agency between the hours of 8am to 5pm, Monday through Friday.

Incumbent is expected to travel for extended periods (up to two weeks at a time), sometimes under adverse conditions. This involves working around high volume and high speed traffic, and travel to remote locations on unimproved and dangerous road types where the official MDT hard hat and vest are required attire. Most data collected in the field, is done within the confines of the vehicle and in most weather conditions. This travel averages approximately 1000 miles a month during the inventory season.

Incumbent must possess a valid Montana driver's license or a valid driver's license from another state and the ability to obtain a Montana license within 30 days. Maintaining a valid Montana driver's license and insurability is a continued requirement of this position.

SECTION V – Signatures

My signature below indicates the statements in Section I to IV are accurate and complete.

Employee:		
Signature	Title	Date
Immediate Supervisor:		
Signature	Title	Date
Name:		
Signature	Title	Date
Division/District Administrator:		

Signature	Title	Date
Departmental Designee:	Chief, Employee Relations Bureau, Human Resources Division	
Signature	Title	Date

Recruitment Review: My signature below attests to my review of and determination that the minimum qualifications (education and experience) listed in this profile meet the established recruitment standards of MDT.	
Signature	Date:
Name:	Title: Human Resource Specialist (District/Helena) Montana Department of Transportation

Upon completion of this section the preparer, district human resource specialist, or other signing authority should forward the signed hard copy and the electronic copy of this job profile (JP), along with an Agency Classification Request (ACR) and an up-to-date Organizational Chart (if not included in the body of the JP) to the Chief of the Employee Relations Bureau, Human Resources Division, MDT in Helena.

The electronic copy naming convention for JPs sent by the District or from Helena supervisors to Human Resources in Helena should be: (Position#)JP-MDT.doc (e.g., 34015JP-MDT.doc).

*******DO NOT FILL IN THIS PORTION*******

JOB EVALUATION FORM

This section is to be completed by a trained classifier in or contracted by the Human Resources Division, MDT or by State Personnel Division.

Prepared By

Date

Position Status: ☐ Reclassified ☐ Vacant ☐ New Position

Choice of Class Series:

Position Summary:

Benchmark Factoring

Classification Factor Level:

The predominate work of this position consists of:

Factor level Comparison:

Benchmark Comparisons:

Classifier Signature

Title

Date

Agency Approval:

Title

Date

Upon completion of this section the classifier should make certain that the Job Code Number, Job Code Title and Pay Band on the first page of this document accurately reflect the Choice of Class Series and classification factor level determined above. Attach Organizational Chart, Audit Notes or other pertinent information.

This completed document should now be filed by the classifier in: I:\Classref\Agencyjp\agency#\filename).

File naming convention is: (jobcode&position#)jp(date).doc (e.g. 01850421001jp0201.doc, where date is: month year).